

**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-278
JULY 1, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
REVISED JOB SPECIFICATION— TRAFFIC FACILITIES ADMINISTRATOR	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE, ADMINISTRATOR CIVIL SERVICE/PERSONNEL

SYNOPSIS —

Revisions to the Traffic Facilities Administrator job specification have been prepared.

FISCAL IMPACT —

The position will remain assigned to Range 28 (\$39,621 - \$47,685) of the Supervisory, Professional, and Management (SPM) pay plan.

RECOMMENDATION —

Approval.

BACKGROUND —

The Traffic and Transportation Director has recommended revisions and additions to the job specification for Traffic Facilities Administrator. This position assists in the administration of City's parking and skywalk system and will also coordinate specified administrative, budgetary, and field activities. The revisions include the coordination of administrative, budgetary, and field duties, upgrading of the minimum qualifications to a bachelor's degree and two years of related experience, or two years of education and four years of experience, and the addition of the ADA (Americans With Disabilities Act, 1990) standards to include the mental and physical requirements, environmental conditions, and equipment and tools used to perform the essential job duties. These changes are now more descriptive and reflective of the position and its necessary qualifications.